

**State of Montana Information Technology Managers Council**  
**Minutes**  
**January 4, 2017**  
**8:30 AM**  
**DEQ, Room 111**

**Members Present:**

Sky Foster, AGR, Chair  
Ron Baldwin SITSD/CIO  
Dan Chelini, DEQ  
Mike Bousliman, MDT  
Stuart Fuller, DPHHS  
Cheryl Grey, DOA  
Tim Bottenfield, DOR  
Larry Krause, DOC  
Kreh Germaine, DNRC  
Stuart Fuller, DPHHS

Mark Van Alstyne, SOS  
Jon Straughn, COR, Alternate  
Lynne Pizzini, SITSD, Alternate  
James Gietzen, OPI  
☪ Kyle Belcher, OPD  
☪ Kristin Burgoyne, MAC  
☪ Joe Chapman, DOJ  
☪ Matt Jackson, GOV  
☪ Dale Gow, LSD  
☪ Lisa Mader, JUD

**Staff Present:**

Wendy Jackson, Marilu Hanson

**Guests Present:** Veronica Lamka, Maria Orms, Jennifer Schofield, Denise Adamson, Irv Vavruska, Tom Murphy, Larry Sheldon, Adam Kopczuk, Cheryl Pesta, Jerri Lake, Tom Marino, Tiffany Fox, Samantha Mongoven, Pat McGlenn, Manuel Soto, Christie McDowell, Joe Frohlich, Dave Johnson, Chris Hope, Jerry Marks, Jody Troupe, John Noble, Linda Kirkland, Tami Gunlock,

☪ **Real-time Communication:** Jenifer Alger, Judy Kelly, John Levick, Amber Godbout, Jessica Plunkett, Anne Kane, Angie Riley, Amanda Saylor, Beth Stephenson, Maryann Costello, Chris Gleason, Maura Gruber, Mike Murray, Cyndie Lockett, Curt Norman, Michael Jares, Michael Sweeney, Mike Murray, Nicole DePrey, David Swenson, Peder Cannon, Edward Sivils, Phillip English, Eric Tarr, Gary Brewer, Theresa Bousliman, Tim Kosena, Zach Day, Karin Ohlin, Kimberly Warren, Cindy Petersen, Miki Cestnik, Channah Wells, Mike Cochrane, Dan Andresen, Daniel Nelson, Dave Danicich, Mick Peterson, Darrin McLean, Jeanette Prevel, Dan Mossman, Robert Cash, Dave Nagel, Rebecca Cooper, Danny Straw, Sean Rivera, Sue Leferink, Stacy Ripple, Steve Larsen, Tammy Peterson, Randy Haefka, Hannah Nishek, Jack Marks

**Welcome and Introductions**

Sky Foster welcomed the council to the January 4, 2017 ITMC meeting. All members and guests were introduced.

**Motion:** Tim Bottenfield made a motion to nominate Sky Foster as the Chair of the ITMC. Kreh Germaine seconded the motion. Motion carried.

**Minutes**

Larry Krause commented that during the December 7, 2016 meeting it was stated that Audrey Hinman would review the possibility of making all completed Information Technology Procurement Requests (ITPR's) available for all agencies to view. Mr. Krause stated that this was not reflected in the meeting minutes.

**Action Item:** CIO Support staff will amend the December 7, 2016 minutes to reflect this statement.

**Motion:** Dan Chelini made a motion to approve the minutes as amended. Mark Van Alstyne seconded the motion. Motion carried.

**State CIO Update**

Ron Baldwin reported that, due to the local support of Montana Interactive (MI), SITSD will sign up for two additional years. Mr. Baldwin reviewed an article published in the Missoulian and the Independent Record

regarding the State's policy on retention of emails. Mr. Baldwin stated that the published article did not accurately reflect the answers given by state government representatives. A full copy of these questions and answers can be found at <http://sitsd.mt.gov/Governance/Boards-and-Councils/ITMC>.

## **Business**

### **SABHRS Financial System Upgrade**

Cheryl Grey introduced Jerri Lake as the new Bureau Chief for the SABHRS Financial Services Technology Bureau. Ms. Grey gave a brief report on the SABHRS Financial System upgrade to 9.2. This upgrade will go into effect on May 22, 2017. Testing, addressing functionality, and interfacing will begin January 2017 and run through March 2017. Functionality testing for agencies with extenuating circumstances will begin in February 2017.

### **Forefront Identity Management (FIM) Update**

Jerry Marks gave a review of the Forefront Identity Management (FIM) update. Microsoft has rebranded FIM as Microsoft Identity Manager. Phase 1 of FIM is now live and will allow statewide accounting, budgeting, and the human resource system (SABHRS) to bring employees into the Enterprise Active Directory. FIM Phase 1 is being used to establish the Virtual Private Network (VPN) and physical access removal. FIM Phase 2 will send an email to General Services Division (GSD) when an employee is terminated so that the accounts and access can be pulled. FIM will also notify the supervisor that they need to access and review the terminated employee's data. FIM will provide the self-service password reset capability but this option will not work if the RSA client is installed on the workstation. Upcoming FIM Phase 2 options in 2017 include Active Directory Group Management. This will provide a portal that has the ability to create work flows which allow end users to request access to resources. Once the business owner approves the request, access will automatically be spun up. Criteria Based Membership will also be available in FIM Phase 2., Employees will be automatically set up for access to standard resources such as SharePoint. Additional FIM Phase 2 options will include integration with other applications, business processes, and identity sources such as Oracle or SQL. A newer version of FIM is available and the enterprise will move towards this upgrade in 2017. Questions regarding FIM should be directed to Mr. Marks at [jmarks@mt.gov](mailto:jmarks@mt.gov).

### **SITSD Hosted SharePoint 2010 Farm expiration**

Dave Johnson spoke to the council about the expiration of SharePoint 2010 Farm in June 2017. After the June 2017 deadline, licenses will need to be purchased to continue the use of SharePoint 2010. The cost of those licenses will be passed onto the customer. The ease of migration to SharePoint 2013 will depend on the extent of customization in the previous SharePoint 2010 environment. Mr. Johnson stated that Share Gate is a migration tool that can assist in this process.

Mr. Chelini requested a cost estimate for continued use of SharePoint Farm 2010 past the June 2017 deadline.

**Action Item:** Mr. Johnson will forward the cost quotes to the members of the council.

### **Discoverer End of Life Update**

Denise Adamson reported that end of life for Oracle Discoverer was December 31, 2016, however, the server will remain up for legislative services until May 1, 2017 due to an approved exception.

### **Enterprise Content Management (ECM) Migration Update**

Denise Adamson presented an update on the migration from FileNet to Perceptive. The Department of Labor and Industry (DLI) data set has been migrated. Fifty percent of the remaining FileNet data has been migrated and will be moved into production as soon as the other agencies have time available.

### **IT Procurement Request (ITPR) Automated System Update**

Denise Adamson gave a brief report on the IT Procurement Request (ITPR) automated system update. ITPR will go into the final beta test on Monday, January 9, 2017. It will then be released on a soft launch into production January 16, 2017. The request for agencies to be able to see ITPRs from other submissions will come in a later release, tentatively by February 2017.

**Action Item:** Ms. Adamson will send out a notification when the automated system is released.

### **IT Conference Summary**

Jennifer Schofield gave a report on the 2016 Montana Government IT Conference. The conference was held

December 12 – 16, 2016 at the Radisson Hotel. Approximately 500 people attended and there were over 50 vendors represented. This is the largest turnout since the conference inception in 2003. Fantastic feedback has been received and a survey monkey will be sent to all attendees. In the survey monkey, Ms. Schofield will propose changes to the 2017 IT Conference and solicit feedback. Individuals wishing to help with or provide suggestions for the 2017 IT Conference should contact Ms. Schofield at [itconference@mt.gov](mailto:itconference@mt.gov).

## **Standing Reports**

### **MT-ISAC Update**

Joe Frohlich gave an update on the Montana Information Security Advisory Council (MT-ISAC). There was no MT-ISAC meeting in December 2016. The next meeting will be Wednesday, January 11, 2017 from 1:00 PM to 3:00 PM in the Cogswell Building, Room 151. The reoccurring MT-ISAC meeting has been changed to the second Wednesday of each month from 1:00 PM to 3:00 PM. There will be a discussion on Data Loss Prevention (DLP) at the next meeting and an action item to vote on the templates. There will be two DLP templates applied to address both internal and external communications. If the proposal is accepted, DLP will be turned on January 13, 2017. DLP will initially be activated in audit mode. Audit mode will notify the user if the email they are trying to send contains sensitive information. In July 2017, the full version of DLP will be released and will block external emails containing sensitive information. Internal emails containing sensitive information will not be blocked, the user will simply receive a notification that the email contains sensitive information. Mr. Frohlich confirmed that the recent issue with DLP providing false positives for SABHRS has been resolved.

Stuart Fuller requested a draft communication be sent to agency users regarding DLP.

**Action Item:** Mr. Frohlich will develop a draft communication regarding DLP to share with members in the February 1, 2017 ITMC meeting.

### **Enterprise IT Financial Workgroup (EITFW)**

Mr. Baldwin gave a brief report on the last EITFW meeting. Chris Wilkinson and Amy Sassano attended the meeting and discussed Volume 10. This volume will be addressed during the SITSD review in the appropriations subcommittee general government on Monday, January 9, 2017 and Tuesday, January 10, 2017. Mr. Baldwin will address legislator's questions regarding Volume 10 at this time. The legislature will decide how they would like to incorporate this information into the budget decision process. A likely change for the next Volume 10 will be the exclusion of the prior year's expenditures, as this has led to some confusion. The expenditure codes will also be revised to clarify job codes and reclassifications. Ms. Sassano reported in the EITFW meeting that there are no new requests for information technology funding or House Bill 10 in the budget for this session. Tami Gunlock, head of the SITSD Office of Finance and Budget, will staff the EITFW meetings moving forward.

### **Legacy Systems / End of Life Planning**

Mr. Fuller gave a report on Legacy Systems / End of Life Planning. A draft framework report for the Oracle forms and reports will be sent to ITMC members. Mr. Fuller will schedule a meeting for the Legacy Systems / End of Life Planning workgroup in January 2017. The workgroup has received several demos from Oracle which provide a player solution. Discussions regarding the mainframe have been held with several vendors. The workgroup will be working with Northrup Grumman to move the Medicaid eligibility system off of the mainframe within the existing contract.

### **Asset Management and Inventory Workgroup**

Tim Bottenfield reported that the Asset Management and Inventory Workgroup presentation to the ITMC will be delayed until the February 1, 2017 meeting. A check point meeting is scheduled with the workgroup (be consistent workgroup is one word), state procurement, and the State CIO. Based on that meeting, a recommendation may be developed by the workgroup for review by the ITMC. Individuals interested in participating in the Asset Management and Inventory Workgroup should contact Brett Boutin at [BrettBoutin@mt.gov](mailto:BrettBoutin@mt.gov).

### **eGov**

Kreh Germaine gave a brief update on eGov. The work group reported to ITB in December 2016, giving the recommendation that ITB move forward with the MI contracts in one year increments. Meetings are scheduled with other states to assess their strategy for eGov procurement. A number of counties expressed support for

extending the contract with MI, but no action was taken.

### **IT Convergence**

Matt Van Syckle gave a report on IT Convergence. IT Convergence will slow down during the legislative session. Agencies that are not affected by legislative session will converge in February 2017. Preparations are now taking place to facilitate the move of agencies after legislative session ends.

### **Member Forum/Future Agenda Topics**

Mr. Bottenfield asked if there was any information on DotNetNuke (DNN).

Ms. Adamson reported that there is an infrastructure architectural change, currently in the planning phase, which will take place in the DNN environment. Notifications will be sent out when the change occurs. These changes will involve an architectural hardware change for the Department of Administration (DOA). No changes will be required from agencies. For more information, contact Denise Adamson at [DAdamson@mt.gov](mailto:DAdamson@mt.gov) or Audrey Hinman at [ahinman@mt.gov](mailto:ahinman@mt.gov).

Mr. Bottenfield asked if any applications have been received for the vacant ITMC council position. Mr. Bottenfield also noted that the ITMC Vice Chair position needs to be filled.

Ms. Schofield reported that no applications have been received at this time. Ms. Schofield stated that an Enterprise Representative could move into the position. An application is required from interested candidates to forward to the DOA Administrator and the Governor. The application is available at <http://sitsd.mt.gov/Governance/Boards-and-Councils/ITMC>.

Mr. Fuller stated that the Master IT contract should be added to the ITMC agenda for the February 1, 2017 meeting.

Mr. Marks mentioned that information from the IT Professionals page on the MINE site is being migrated to the SITSD services portal.

Mr. Johnson announced that Microsoft will be at the DPHHS auditorium on January 30 and 31, 2017. There will be a luncheon on January 30, 2017 from 11:00 AM to 1:00 PM on Dynamics CRM and the case management systems. On Tuesday, January 31, 2017 from 9:00 AM to 11:00 AM there will be a follow up and then more information on the case management systems.

**Action Item:** Mr. Johnson will send more information to the council members regarding Microsoft's visit.

### **Public Comment**

None

### **Important Deadline Review**

Mr. Foster Reviewed the important deadline list.

Jody Troupe reminded the council that the deadline for the F5 migration and the migration of Web Defend to F5 is February 28, 2017.

**Action Item:** The CIO Support Staff will add the F5 migration date of February 28, 2017 to the Important Deadlines Document.

### **Next Meeting**

February 1, 2017  
8:30 AM to 10:30 AM  
DEQ, Room 111

### **Adjournment**

The meeting adjourned at 9:33 AM.